

New Member Guide

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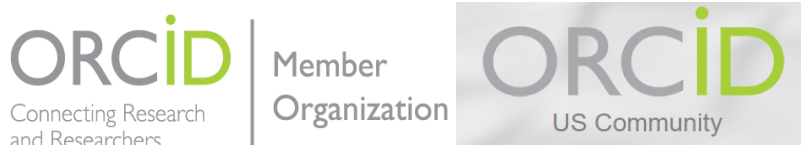
Welcome

Welcome to the ORCID US Community! As a member of the ORCID US Community, your institution has access to all of the [benefits of premium ORCID membership](#).

[Lyrasis](#) is the lead administrative organization for the ORCID US Community, providing dedicated community and technical support for all [ORCID US Community members](#).

As a new ORCID member, please use this New Member Guide to take the first steps in leveraging the benefits of your ORCID membership.

Please include the ORCID Member Organization logo below on your website to indicate that your organization supports ORCID. To request the logo, email orcidus@lyrasis.org.



Step 1: Designate Official Contacts at your Organization

If you have not already done so, please fill out our [ORCID New Account and Contacts Form](#) to establish your account and indicate your official contacts for ORCID at your organization.

All contacts will be invited to join the ORCID US Community Listserv and Slack channel and will receive a monthly member newsletter from ORCID. Contacts may be updated at any time by sending an email to orcidus@lyrasis.org.

- **Main Contact / Voting Representative – Required.** There may only be one Main Contact/Voting Representative from each organization at any given time. The Main/Voting Contact indicated for each member organization shall be the main person who represents the organization in terms of ORCID activities:
 - The Main Contact will be contacted if other individuals at the organization request access to the organization's ORCID Member API keys.
 - As an ORCID member, your organization has the right to vote in ORCID's annual board elections. The designated Main Contact will receive voting information from ORCID and will vote on behalf of the organization.

- The Main Contact will also be designated as the “Organization Owner” for access to the [ORCID Member Portal](#). The Organization Owner has the ability to add additional users to the portal, or transfer ownership if needed, according to the Member Portal [Account Management Guide](#).
- **Technical Contact(s) – Required.** There may be more than one Technical Contact(s), responsible for managing the ORCID API (application programming interface) keys for your organization. The designated technical contact(s) will be made aware of upcoming updates to the API and other relevant technical information. The technical contact(s) will also be contacted if other individuals at the organization request access to the organization’s ORCID Member API keys.
- **Order & Billing Contact(s) – Required.** Order contacts receive renewal notices each year. Billing contacts receive invoices. Billing contact(s) will not be invited to ORCID US Community communication channels unless specifically requested.
- **Additional Contacts – Optional.** In addition to the Main/Voting and Technical contacts, additional contacts may be designated as official contacts for ORCID at the organization. There is no limit to the number of additional contacts that may be added. (The more the merrier!)

Step 2: Setup Organizational Member Page

Each ORCID US Community member organization has a designated member information page, accessible from [ORCID US Community Member Organizations List](#). To populate your member information page, please send an email to orcidus@lyrasis.org containing:

- A brief description of your organization
- Your organization’s logo image (if your institution agrees to have the logo displayed)
- A website URL for your organization
- A public contact email address to display on the page
- Organizational email domain(s) that should be used to find ORCID account holders associated with your organization

Step 3: Activate your ORCID Member Portal

The main contact for ORCID at your organization will receive an email from ORCID with information on how to activate your organization’s [ORCID Member Portal](#). The main contact will serve as the initial “organization owner” for the member portal, but they can add additional users and/or transfer ownership at any time. The following documentation will be helpful as you get started using the member portal:

- [Account Management Guide](#) (explains how to add users, transfer ownership, etc.)
- [Member Reporting Guide](#) (documents the reports available via the member portal)
 - Take a look at your Affiliation Report in the Member Portal and check the organizational identifiers (i.e. ROR, GRID, and Ringgold) associated with your

organization. If there are organizational identifiers that you would like to add to the list, please send them to us via email to orcidus@lyrasis.org

Step 4: Join our Communication Channel(s)

Official contacts at your organization will receive an invite to sign up for one or both of our communication channels. Non-official contacts may also sign up by filling out our [ORCID US Community List/Slack Channel Subscription Form](#).

- **ORCID US Community List** - The purpose of this list is to provide a primary channel of communication for announcements, updates, events, and other information relevant to the ORCID community in the United States. Anyone with an interest in ORCID is welcome to subscribe to [ORCID US Listserv](#)
- **ORCID US Community Slack Channel (Friends of ORCID Slack: consortium-us-community)** - The purpose of this channel is to provide a mode of communication for members of the ORCID US Community to ask questions, share ideas, and connect with each other.

Step 5: Watch our ORCID Orientation Videos

The ORCID US Community has created several videos as a part of their [Getting Started with ORCID series](#). These videos, in 5-15 minutes, will help you familiarize yourself with ORCID, the ORCID US Community, and next steps.

1. [ORCID 101](#) (3 mins)
2. [Benefits of ORCID for Organizations](#) (5 mins)
3. [Introduction to the ORCID US Community](#) (5 mins)
4. [Introduction to the ORCID Member API](#) (5 mins)
5. [Introduction to the ORCID Member Portal](#) (4 mins)
6. [Benefits of ORCID for Funders](#) (11 mins)
7. [Next Steps & Maintenance](#) (12 mins)

To view all videos within this series, you can access them on the [ORCID US Community's YouTube Channel](#) via the [Getting Started with ORCID playlist](#).

Step 6: Get Started with Implementing ORCID

The [ORCID US Community website](#) has a range of resources and information to help you get started with ORCID integration and adoption at your organization. New members are encouraged to:

- 1) Get started with our [ORCID US Implementation Guide](#) for all of the basic information about ORCID.
- 2) Check out our [ORCID US Outreach Planning Guide](#) for strategies and recommendations for promoting ORCID.
- 3) Check our [Events calendar](#) and attend our community calls, “next steps” conversations, and showcase webinars
- 4) To request a consultation and/or technical support, please send an email to orcidus@lyrasis.org



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